CARETAKER/MAINTENANCE PERSON

Contract: Fulltime, flexible days, permanent

About the role
We are looking for a well-organised, calm, responsive and flexible person to join our team. We are a registered charity caring for the historic Grade 1 listed Sharpham House and Estate on the banks of the River Dart near to Totnes. At the heart of the Sharpham Trust ethos is our desire to build a more mindful, compassionate and environmentally sustainable world. We connect people with nature and foster mindfulness and well-being through our programme of retreats, mindfulness courses, public events, outdoor learning and the arts.

This role is vital to the effective operation of our various properties. The main focus is the general maintenance of Sharpham House, the Coach House and Barn retreat centres, enabling the smooth running of retreats, responding to maintenance issues, moving furniture during changeovers and supporting the wider staff team. You will carry out regular weekly tasks such as boiler maintenance, reading and noting electric (monthly) and water (weekly) meters, carrying out weekly fire alarm testing in 2 properties, checking our summer woodland retreat centre and burial ground as well as works in our 2 holiday lets. You will identify problems and advise your line manager when external contractors are needed. During maintenance weeks you will help with redecoration and other improvements.

This is a varied role, within a small team, in an organisation that benefits over 3,000 visitors annually. There can be no better environment to work in than the one offered at Sharpham.

About you
This is a role for someone who is physically fit, well organised, proactive, has excellent communication skills and the ability to work on their own initiative, as part of a small team. You will have previous relevant experience and able to manage various priorities and always achieve high standards. A general oversight of maintenance will be necessary including tasks such as changing light bulbs, painting, jet washing, patching drywall, fixing locks and minor plumbing. Flexibility, commitment, a good work ethic and a sense of humour will be vital.

An interest in the Trust's charitable work and mindfulness would also be an advantage. Staff are able to access the Trust's programme of courses and retreats.

Apply
To apply, please complete our application form and return to admin@sharphamtrust.org

Closing Date for applications: 9am Friday 4th December 2026
Interviews: Monday 14th December 2026

Informal Enquiries
Before submitting an application, you may wish to discuss the post further by contacting Amy Ruewell, HR & Admin Manager admin@sharphamtrust.org

CARETAKER/MAINTENANCE PERSON - JOB DESCRIPTION

Job Title	**Caretaker/Maintenance Person**
Salary	**£13.90 per hr; £27,105 + pension + holidays**
Working Hours	**37.5 hours per week**
Working Pattern	**Working 5 days out of seven including one weekend day per week, on a rota basis**
Report to	**HR & Admin Manager**
Supervision of	**N/A**

Main Purpose of the Role

To carry out caretaking, security, general maintenance, repairs and upkeep of the Estate, ensuring that all buildings, facilities, equipment and external areas are maintained to a high standard. The role requires a practical, reliable and hands-on individual who takes pride in their work and helps ensure the estate remains safe, tidy, functional and well presented at all times.

Key Responsibilities

Property Maintenance across the Sharpham Estate

- Carry out routine maintenance and minor repairs and upkeep to Estate buildings, properties, fixtures and fittings
- Undertake basic carpentry, painting, decorating, plumbing and other general repair work
- Identify maintenance issues and report any significant defects or repairs requiring specialist contractors
- Carry out repairs to gates, fencing, stiles, outdoor furniture and other estate structures.
- Ensure tools, machinery and equipment are kept in good working order and serviced as required
- Clear drains and gutters, down pipes and traps
- Keep the outside areas and drives clean, jet washed and swept
- Check all interior and exterior lights, changing bulbs where necessary
- Preventing slips and trips
- Furniture moving in Sharpham House and the Coach House where needed for retreats
- Keeping the communal bin area clean and tidy and emptying rubbish bins around the Estate
- ‘Making good’ after trade people have been on site
- Preparing logs and kindling for wood burning stoves and retreatant fire pits

- Assist with seasonal maintenance, including preparing the estate for winter and dealing with adverse weather conditions
- Monitor the condition of estate infrastructure and report leaks, damage, wear and tear or potential safety hazards
- Help prepare properties and facilities for visitors, guests, tenants or estate events where required
- Maintain an organised stock of maintenance materials, tools and supplies
- Support the HR & Admin Manager with routine inspections and planned maintenance schedules
- Water and electric meter reads

Biomass woodchip boiler and oil boilers

- Checking regularly the levels of the woodchip and liaising with your line manager about ordering more when needed
- Checking oil levels in tanks around the estate regularly
- Supervise woodchip deliveries safely and in accordance with the risk assessment
- Cleaning out the boiler ash pan weekly and keeping the plant room clean and tidy

Bathing House Holiday Let

- Remove rubbish and recycling on changeover days
- Restock firewood and kindling on changeover days
- Strim gardens when requested
- Pump out the Bathing House kitchen if flooding occurs – making good after
- General repairs and maintenance

Woodland Campsite/Point Field Campsite/Burial Ground

- Weekly checks including cleaning and preparing compost toilets
- Removing rubbish and recycling during the camping seasons
- Water checks
- General repairs and maintenance

Fire Alarms at Sharpham House and The Coach House

- Acting as a Fire Marshall
- Weekly fire alarm tests in both properties
- Extinguisher, emergency lighting, fire escape checks
- Carrying out procedures and drills in accordance with the Trust's documented Fire and Health and Safety policy and requirements and risk assessments

Swimming Pool Maintenance

- Seasonal opening as per the Trust's terms
- Daily opening and closing during the summer at hours specified by your line manager
- Daily maintenance of chemical levels (training will be provided)
- Backwashing the sand filter, topping up pool levels, cleaning, hoovering
- Keeping surrounding area clean, mowed, swept, vines trimmed, pool house swept, ensuring fire extinguishers are in place
- Emergency procedures regularly checked including telephone
- Being aware of slips and trips

Health and Safety

- Follow and enforce the Health and Safety Policy laid out by the Sharpham Trust, including safety procedures and safe working practices
- Wearing provided PPE where needed as per risk assessments
- Specific responsibility regarding the fire alarms and swimming pool
- Responsible for carrying out and recording weekly fire safety checks for the Bathing House and Boat House lets
- Monitoring high tides for the Bathing House holiday let and cleaning up where needed
- Follow all estate health and safety procedures and safe working practices.
- Use tools, machinery and equipment safely and only where trained and authorised.
- Report accidents, incidents, hazards and faulty equipment promptly in the required way.
- Keep workshop, storage areas and workspaces clean, organised and secure.
- Follow appropriate procedures for working at height, using chemicals and undertaking potentially hazardous tasks
- Help out with water leaks on the Estate
- To carry out daily site walks, inspecting the estate and reporting issues where appropriate to your Line Manager

General Duties

- Good communication with all staff is essential
- Security of the Estate and buildings
- Keeping up to date with emergency arrangements and contact numbers
- Assisting with events when needed
- Be one of the trained staff first aiders
- Work flexibly and support other areas within the Trust as required
- Carry out other reasonable maintenance and estate-related duties as required
- Work cooperatively with the estate management team, garden staff and other employees
- Maintain a professional, discreet and helpful attitude, particularly when working around residents, guests or visitors
- Take pride in maintaining the appearance, safety and overall condition of the Estate

	Essential	Desirable
QUALIFICATIONS	• Ladder safety training* • Manual handling* • First Aid* • Swimming Pool Chemicals* • UK driving licence	• COSHH • IT skills • Health & Safety (IOSH)
EXPERIENCE	• General maintenance duties • Painting and Decorating • Basic plumbing • Basic woodwork • Fire Alarm knowledge	• Caretaking • Working in a busy residential/hospitality setting
SKILLS AND KNOWLEDGE	• Safe working practices • Risk Assessments • Small power tools	• Leaf blower/Strimmer/Hedge trimmer

OTHER	• Flexibility • Works well in a team • Ability to use own initiative • Understanding the need for clear verbal communication and co-ordination between departments • Maintaining confidentiality where appropriate. • Must be willing to be hands on and responsive	

*training provided

Hours/Shift Pattern:

37.5 hours per week

8.30am – 4.30pm

5 days out of seven each week including one weekend day per week on a rota basis

Holiday/Leave Entitlement:

This role is entitled to 33 days leave per financial leave. Leave must be agreed by your Line Manager at least one month beforehand.

AGREEMENT:

Job Holder's signature: _____

Date: _____

Director's signature: _____

Date: _____

OBLIGATIONS:

This job description is subject to the Policies and Procedures of the Sharpham Trust and all staff are required to acquaint themselves with those applicable to this post. This job description will be subject to review and amended to meet the changing needs of the Charitable Trust.

Under the Health & Safety at Work Act 1974, the Company has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation. There is a written statement on general policy regarding Health &

Safety at work. Your attention is particularly drawn to this policy and you must make yourself aware of its contents.

This job description is subject to the Terms and Conditions of service of the Charitable Trust.

EQUALITY & DIVERSITY

We recognise the positive value of diversity, promoting equity and celebrating inclusion. We welcome and encourage job applications from people of all backgrounds.